

## WISEBURN SCHOOL DISTRICT

### CHILD WELFARE SECRETARY/DATA PROCESSING ANALYST

#### DEFINITION

Under general supervision of the Coordinator, Psychological/Child Welfare Services, perform responsible secretarial duties and data processing services; to assist a District staff member with the organization and formatting of assigned programs; and to perform related duties as required.

#### EXAMPLES OF DUTIES

- Serves as secretary to the Coordinator, Psychological/Child Welfare Services. **E**
- Serves as District Data Analyst (non-fiscal). **E**
- Orders and maintains supplies of tests and other data collection forms. **E**
- Takes dictation and types minutes. **E**
- Types correspondence, notes and reports containing a substantial amount of technical terminology from brief oral instructions or notes. **E**
- Conducts continuing correspondence independently on procedural or informational matters with little or no review by the supervisor. **E**
- Assists the instructional staff, consultants, and the public by answering questions involving the knowledge of policies, procedures, and regulations. **E**
- Checks records, reports, and other data for accuracy, completeness and compliance with established procedures and standards. **E**
- Makes appointments for immediate supervisor and consultants and arranges facilities, materials and schedules for child welfare meetings. **E**
- Processes student applications for special education programs in conformance with County requirements. **E**
- Prepares and transmits confidential or controversial information. **E**
- Compiles data from a wide variety of sources and transmits appropriate reports to schools, offices or agencies. **E**
- Maintains files of confidential materials. **E**
- Scores tests and posts test results. **E**
- Organizes test data so as to be useful to data users. **E**
- Assists staff in the design and control of district initiated testing programs. **E**
- Supports principals and teachers with evaluation projects. **E**
- Assists in the design and implementation of district needs assessments and program research. **E**
- Conducts student, staff, and other parent surveys as required. **E**
- Prepares testing and evaluation reports as assigned. **E**
- Processes other electronic data as required. **E**
- Performs other related duties as required.

Note - Task statements coded with the letter 'E' are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

## DESIRABLE QUALIFICATIONS

### Knowledge of:

- Computers and a variety of applications.
- Modern office practices and procedures.
- English usage, including vocabulary, spelling, grammar, and punctuation.
- Special Education compliance laws.
- Standard office machines and their operation.
- A second language.

### Ability to:

- Perform responsible secretarial and stenographic work with accuracy and speed.
- Learn specific rules, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without close supervision.
- Compile and maintain accurate and complete records and reports and devise improvements as necessary.
- Meet the public and faculty courteously.
- Understand and follow oral and written directions.
- Type at a rate of 60 words per minute from clear copy.
- Take dictation at the rate of 90 words per minute and transcribe accurately.
- Establish and maintain cooperative and effective working relationships with those contacted during the course of work.
- Speak and understand Spanish.

Experience - Two years of responsible secretarial and computer experience.

Education - Equivalent to completion of the twelfth grade, including or supplemented with courses in typing, office methods and stenography.

## **WORKING CONDITIONS**

### **Environment**

School office environment.

### **Physical Abilities**

**Vision** (which may be corrected)

to read small print and maintain records.

**Hearing** (which may be corrected)

to communicate with students, staff and parents, and to talk on phone.

**Speech**

to communicate with staff, students, and parents.

**Dexterity of hands and fingers**

to operate office equipment

**Sitting and standing for prolonged periods of time**

to perform required duties.

**Bending at the waist**

to pick up equipment and materials.

**Strength**

to lift, push, pull and/or carry objects which may weigh as much as 50 lbs. on a regular basis.